



ST THOMAS' P&F
EXECUTIVE & AGM P&F MEETING – MEETING NOTES
Term 4 –15 November 2016

Meeting Notes

Time started: 6.40 pm
 Time finished: 8.10 pm
 Attendees: Chris Duggan (CD), Jenny McKeown (JM), Genevieve Muir (GM), Samantha Skyring (SS), Felicity Dwyer (FD), Robbie McKeegg (RM), Narelle Cooper (NC), Garry Bigg (GB), Jen Davis, Felicity Jay (FJ), Sophie Bacic (SB), Kristie Smith (KS), Sally Williams (SW), Fleur Sullivan (FS), Helen Thompson (HT), Tara Matzen (TM), Paula Stamatou (PS), Yulanie Harris (YH)
 Apologies: Louise Jongejan (LJ),
 Date of next meeting: Wed 8th March 2017 at 7pm

Meeting opened with prayer.

	ITEM	WHO
1	Welcome	Chris Duggan
2	Confirmation and acceptance of previous meeting's minutes <ul style="list-style-type: none"> • All in favour 	Chris Duggan
3	Business arising from those minutes <ul style="list-style-type: none"> • In 2017 the general meeting and executive meeting will be combined so that there is only one meeting moving forward. Meeting time will be changed to 7pm • New appointments to the P&F committee have nominated and seconded. They include; <ul style="list-style-type: none"> • Finance: Vanessa Mackett • Social: Tara Matzen, Paula Stamatou • Uniform: Maryanne Blackman, Claire Wootton • Pastoral Care: Sam Skyring, Sally Williams • Art & Craft – Helen Thompson & TBC • DPC – Mary Hare • Executive committee confirmed – no change to other 2016 members 	Chris Duggan
4	Principal's report <ul style="list-style-type: none"> • Ipad 2 is now obsolete and can't be upgraded to IOS 10. The school will therefore need to purchase new ipads. The school will leave existing ipads on the system for a transition period until May. Old ipads will be available to school community for sale. • Funds this year were used for; \$40k on shade sail, \$36 toilet upgrade, touchscreens \$11k laptops • Planned works for 2017 include; <ul style="list-style-type: none"> ○ 2017 toilet upgrade to the hall ○ Library refurbishment including 4 touchscreens, completion date target for beginning term 1 • Noise study in front playground in WHS report. Report expected to recommend modifications to building to reduce noise to tolerable level 75 decibels 	Jenny McKeown



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	<ul style="list-style-type: none"> Naplan growth the best so far. Data collection is improving quality of teaching, intervention programs such as EMU, First Wave (EMU in classes) See attached handout for a full review of the years achievements 	
5	<p>President's report</p> <ul style="list-style-type: none"> Huge vote of thanks to outgoing members Plan for 2017 - Presentations at 2 out of every 4 meetings. Professor at Macquarie Uni available for presentation on speech & language Maths expo as separate session outside the P&F meetings 2017 will implement new meeting structure 	Chris Duggan
6	<p>Treasurer's report –</p> <ul style="list-style-type: none"> Results to be included from Sam's report \$3.5k back to school to cover excursions/camps for families in need. 2017 is an expensive year for Year 6. \$105k profit transferred back to the school from Art and Craft show Social budget handed out – see Sam notes. Accounts are audited in Feb 	Sam Skyring
7	<p>Subcommittee reports:</p> <ul style="list-style-type: none"> DPC - next meeting this Thurs, Mary to be introduced as new St Thomas rep. Website to be socialized to parents. Parent conference coming up in Manly next year, great speakers, workshops and events about how to support your children. Information to follow Art and Craft ~\$120k profit and the amount with \$105k handed back to the school – <ul style="list-style-type: none"> Another successful Art and Craft show. Fantastic volunteers and sponsors, special thanks to Sky who managed the event remotely. Attendance down which impacted slightly on some stalls; <ul style="list-style-type: none"> Home Baked Goods 25% and art 10% up on last year Everything else down slightly from last year 10-15% Up overall historically apart from 2015 (unusually successful) Consolidate bookings process for all volunteers and purchases Risks issues – rides require better barriers, Horsely Ave road closure not available from 6am however store holders are setting up too early. All outgoing positions available for support & handover to Helen Thompson provided Sponsorship manager Maryanne is moving on Need to get new families involved, P&F to be involved buddy system? Social – <ul style="list-style-type: none"> handed over the new committee members. Communications – preference of the school is not to send out class comms. School stream should replace class newsletter. Jenny to set up review committee. Responsibility of class parents to be revised Uniform Shop – Decision made to maintain, not grow, fantastic service. Netball uniform to be included. Clare and Maryanne to take over in 2017 Pastoral Care – very busy term 3& 4 going through list for second time. 	<p>Robbie McKeegg</p> <p>Gary Bigg</p> <p>Jen Davis/ Narelle Cooper</p> <p>Felicity Jay</p> <p>Sophie Bacic/</p>



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	Enough volunteers for 2016. Handover organized.	Fleur Sullivan
8	<p>Matters for future consideration</p> <ul style="list-style-type: none"> • General meeting to be combined with executive meeting, new meeting time will be 7pm 	Chris Duggan
9	<p>Confirmation of 2017 meetings and conclusion</p> <ul style="list-style-type: none"> • Term 1 – Wed 8th March 7pm • Term 2 – Tues 30th May 7pm • Term 3 – Tues 22nd Aug 7pm • Term 4 – Wed 15th Nov 7pm 	Chris Duggan